

Volunteer Applicant Checklist

TASK COMPLETED	TASK	INFORMATION
	1. Application	Complete Online Volunteer Application
	2. Contact Volunteer Services	Email volunteerservices@cphospital.org to discuss volunteer opportunities. An interview may be set up with the department you're interested in volunteering for.
	3. Criminal Background Check	Click here to complete your Criminal Background Check Applicants 14-17 years or younger do not need to do this step
	4. Medical Requirements	<p>SLHS covers the medical costs for all hospital Volunteers who obtain their vaccinations through the Occupational Health Department.</p> <ul style="list-style-type: none"> • Proof of MMR Vaccine x 2 • Proof of Varicella Vaccine x 2 • Proof of Tetanus Vaccine • 2 Step PPD (Tuberculosis) • Proof of FLU Shot • Drug Screening • Physical Exam (Bring Immunization Records) <p>If you cannot provide proof of MMR and/or Varicella vaccines you will be required to have blood work done. If you cannot provide proof of Tetanus, you will be given a Tetanus shot. A PPD Test (Tuberculosis) will be administered at the Physical Exam.</p> <p>Contact Occupational Health at (315) 261-5107 or (315) 261-5112 to schedule an appointment. Please have all immunizations and proof of flu shot prior to appointment in hand.</p> <p>Drug screen is done at CPH lab on M-F 8:30a-3:30p, bring photo ID and authorized lab slip to register at registration desk.</p>
	5. Paperwork (refer to link noted on #1)	<p><u>Orientation Guide:</u> Review the paper orientation guide and sign the read receipt.</p> <p><u>Volunteer Handbook:</u> Review the Volunteer Handbook and sign the read receipt and complete the post-test.</p> <p><u>Confidentiality Statement:</u> Sign the Attached Confidentiality Statement.</p>
	6. Contact Volunteer Services	After 1-4 have successfully been completed you will need to contact Volunteer Services at 315-261-5010 to schedule a 2nd appointment to turn in all completed paperwork and take badge picture.